



Economic & International Development Department

Mayor
Oscar Leaser

City Council

District 1
Peter Svarzbein

District 2
Jim Tolbert

District 3
Emma Acosta

District 4
Carl L. Robinson

District 5
Dr. Michiel R. Noe

District 6
Claudia Ordaz

District 7
Lily Limón

District 8
Cortney C. Niland

City Manager
Tommy Gonzalez

SPECIAL MEETING MINUTES
HISTORIC LANDMARK COMMISSION
CITY 3 BUILDING, 801 TEXAS AVENUE
MUIR CONFERENCE ROOM, SECOND FLOOR
AUGUST 15, 2016, 4:00 P.M.

The El Paso Historic Landmark Commission held a public hearing in the City 3 Building, 801 Texas Avenue, Muir Conference Room, Second Floor, August 15, 4:00 p.m.

The following commissioners were present:

Commissioner Joseph Longo
Commissioner Randy Brock
Commissioner Edgar Lopez

The following commissioners were not present:

Chairman William Helm
Commissioner Melinda Becker Skillern
Commissioner Charles Stapler

The following City staff members were present:

Ms. Providencia Velázquez, Historic Preservation Officer, Economic & International Development
Mr. Adam Train, Planner, Historic Preservation Office, Economic & International Development

Discussion

1. Discussion on revisions to the ordinance (Chapter 20.20)

Ms. Velázquez and commissioners purposed the following revisions to Chapter 20.20:

(Suggested revisions are noted in blue, bold, italics, underlined; ~~words in red, bold, italics, underline and struck through were deleted.~~)



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Section 20.20.080 – Alternations and changes to landmarks and H-overlay properties.

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A. No person or entity shall construct, reconstruct, alter, change, remove, demolish or fail to maintain, any of the following, unless a certificate of appropriateness or a certificate of demolition has been approved by the HLC or approval granted through administrative review:

1. Any permanent feature on a property listed as a Texas Antiquities Landmark ~~or on the National Register of Historic Places;~~ *(Ms. Velázquez will speak with Legal, could this language be removed. She will research old ordinances to establish when that language was included in the ordinance and what, if any, other cities in Texas do this.)*

Commissioner Lopez suggested or but not limited to the National Register of Historic Places;

2. Any building, object, site, landscape architectural feature, or group of such designated with an H-overlay or as a historic landmark as defined by this chapter and designated d by the city council.

B. No building permit shall be issued for such proposed work until a certificate of appropriateness has first been issued by the historic landmark commission or approval granted through administrative review. The certificate of appropriateness or administrative review approval shall be in addition to and not in lieu of any building permit that may otherwise be required.

C. Certificates of appropriateness, certificates of demolition and applications for administrative review shall be granted, granted with modifications, or denied based on the following criteria:

1. When city council has adopted architectural and design guidelines for a particular district, those guidelines shall ~~control~~ regulate provided they are not in conflict with other requirements of the city code, except that the HLC may approve exceptions to the guidelines in an effort to maintain the historic integrity of an H-overlay property, in which case the exception shall control in that particular case;
2. When no guidelines have been adopted for a particular district, the guidelines from the district most similar in character, design, materials, workmanship, time of construction shall apply; or as identified in the "Guide to the Identification and Preservation of El Paso's Cultural, Historic and Architectural Resources";



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3. When the preceding does not provide guidelines applicable to the project, then the secretary of the interior's standards for rehabilitation and guidelines for rehabilitating historic buildings shall apply (36 CFR Part 68) (U.S. Department of the Interior, National Park Service, Preservation Assistance Division. U.S. Government Printing Office Document Number: 19940 – 160-280 QL 3, Washington, D.C., or most current revision);
4. The guidelines and use thereof by the HPO for use in granting an administratively issued certificate of appropriateness for a site located in an area of potential effect shall be as provided by the resolution of the City Council adopting such guidelines.

D. Application Content.

1. For the exterior of a ~~designated historic landmark, property with an H-overlay, a site located in an area of potential effect, or a designated historic interior, the applicant shall submit the following:~~
 - a. One copy of completed application for administrative review, certificate of appropriateness or certificate of demolition form. Applications must be typewritten, printed in ink, or electronically submitted in legible form. Completed applications shall be accepted and reviewed administratively or scheduled for HLC hearing, as applicable, on a first-come, first-serve basis. Incomplete applications shall not be processed and shall be returned to the applicant;
 - b. One copy of a detailed site development plan and construction documents drawn to scale, as applicable, showing the following:
 - i. Legal description of the property,
 - ii. Lot~~s~~ lines with dimensions of the areas,
 - iii. Location and arrangement of structures and fencing,
 - iv. Location, type, and arrangement of windows, doors, and other openings where applicable (Include sample of each type of window or door from brochure, catalog or manufacturer),
 - v. Square footage of structure(s), including number of dwelling units,
 - vi. Required yards and setbacks,
 - vii. Proposed building materials (i.e., concrete, stucco, wood, metal),
 - viii. Sample of proposed color(s) and texture (i.e., color swatch with name, manufacturer, and number),
 - ix. Material and product samples from brochure, catalog or manufacturer,
 - x. Open spaces, where applicable,
 - xi. Landscaped planted areas including square footage,

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- xii. Architectural design of buildings, modification, addition, or new construction (floor plan(s) and elevations),
- xiii. Construction details for roof, walls, floor and foundation, and building section;
- xiv. Drawings must be drawn to scale and noted; Not To Scale (NTS) drawings will no longer be accepted.
- xv. Drawings of site development plans, floor plans when needed, exterior elevations and building sections must be drawn to scale and noted.
- c. Printed, hard copies of color photographs showing current conditions of the site and/or structures;
- d. One copy of a proof of ownership or other legal document demonstrating that the individual(s) or corporation submitting the application is the current property owner such as certificate from a title company or warranty deed. An individual or entity who has a contract to purchase property may also submit an application with the owner's written authorization. This requirement shall not apply to administrative review applications;
- e. A copy of any deed restrictions, existing or proposed, on the property shall also be submitted. This requirement shall not apply to administrative review applications;
- f. One eight and one-half inch by eleven inch copy of the detailed site development plan and scaled construction drawings and one full-size set 24" x 36." The copy must contain the address and legal description of the property. This requirement shall not apply to administrative review applications;
- g. A plan showing restoration or rehabilitation of the interior (if designated) and the exterior unless the applicant provides an inspection report that shows that the interior fully complies with all applicable code requirements and is not in need of restoration or rehabilitation, in which case the plans need only address the exterior of the site;
- h. Drawings, signed and sealed by an architect licensed to practice in the State of Texas are required for new construction, additions over 500 square feet, and for new construction and additions that exceed \$50,000.00 in costs.